

Chapter 511

Classification Under the General Schedule

This guide incorporates guidance from 5 CFR, Part 511, **AR 690-500, Chapter 511** (green bold font), and ***USAREUR Supplement 1 to AR 690-500-511*** (red italics font)

TABLE OF CONTENTS

SUBCHAPTER 1. GENERAL SCHEDULE CLASSIFICATION SYSTEM.....	3
1-1. GENERAL PROVISIONS.....	3
1-2. DEFINITIONS.....	3
1-3. AGENCY AUTHORITY AND RESPONSIBILITY FOR POSITIONS CLASSIFICATION.....	4
1-4. COVERAGE OF AND EXCLUSIONS FROM THE GENERAL SCHEDULE	5
1-5. RESPONSIBILITIES WITHIN DA.....	5
SUBCHAPTER 4. USE OF POSITION DESCRIPTIONS IN CLASSIFICATION.....	7
4-1. DEVELOPMENT OF POSITION DESCRIPTIONS.....	7
4-2. STANDARD OF ADEQUACY FOR POSITION DESCRIPTIONS FOR CLASSIFICATION PURPOSES.....	8
SUBCHAPTER 5. ASSIGNMENT OF POSITIONS TO CLASSES AND GRADES.....	9
5-1. OPM ASSISTANCE ON CLASSIFICATION MATTERS.....	9
5-2. DETERMINATION OF GRADE LEVEL	9
5-3. REQUEST FOR EVALUATION DECISION BY HIGHER ECHELON.....	10
5-4. EVALUATION STATEMENTS.....	10
5-5. TIME LIMIT ON APPLICATION OF NEW OR REVISED STANDARDS.....	11
5-6. EVALUATION OF CIVILIAN PERSONNEL JOBS	11
SUBCHAPTER 6. POSITION CLASSIFICATION APPEALS	11
6-1. APPLICABILITY OF REGULATIONS.	11
6-2. NOTIFICATION OF CLASSIFICATION DECISION.....	11
6-3. RIGHT TO APPEAL	12
6-4. FILING AN APPEAL	12
6-5. TIME LIMITS.....	12
6-6. FORM AND CONTENT OF AN APPEAL	13
6-7. NONAPPEALABLE ISSUES.....	14
6-8. EMPLOYEE REPRESENTATIVES	15
6-9. ASCERTAINMENT OF FACTS.....	15
6-10. NOTIFICATION.....	15
6-11. CANCELLATION OF AN EMPLOYEE APPEAL	15
6-12. FINALITY OF DECISION	15
6-13. CLASSIFICATION APPEALS OFFICE.	16
6-14. REVIEW BY THE DIRECTOR.....	16
6-15. TEMPORARY COMPLIANCE AUTHORITY.	16
6-16. AVAILABILITY OF INFORMATION.....	17
6-17. DA POLICIES.....	17
6-18. LN CLASSIFICATION APPEALS.....	19
SUBCHAPTER 7. EFFECTIVE DATES OF POSITION CLASSIFICATION ACTIONS OR DECISIONS 19	
7-1. EFFECTIVE DATES GENERALLY.....	19
7-2. AGENCY OR OFFICE CLASSIFICATION APPEAL DECISIONS.	20
7-3. RETROACTIVE EFFECTIVE DATE.....	21
SUBCHAPTER 8. POSITION MANAGEMENT STUDIES AND JOB CLASSIFICATION	22

8-1. GENERAL	22
8-2. USAREUR POSITION STRUCTURE POLICY	22
8-3. PROCEDURES	23
SUBCHAPTER 9. NEGOTIATIONS WITH EXCLUSIVE EMPLOYEE REPRESENTATIVES	23
SUBCHAPTER 10. POSITION MANAGEMENT AND CLASSIFICATION (PM&C) SUPPORT TO EQUAL EMPLOYMENT OPPORTUNITY (EEO), UPWARD MOBILITY, AND THE HANDICAPPED ..	24
10-1. GENERAL.....	24
10-2. EEO COLLATERAL DUTIES.....	24
ACRONYMS USED IN THIS SUPPLEMENT	24

SUBCHAPTER 1. General Schedule Classification System

1-1. General Provisions

a. **Use of Classification.** Job classification systems and standards are, first and foremost, tools for assisting managers and supervisors in accomplishing the agency's mission. They are key aids in management activities such as designing organizations, recruiting for necessary expertise to perform the work, and establishing performance standards.

b. **DA Coverage.** Within the Department of the Army (DA), this chapter also applies to all positions in the Federal Wage System (FWS) and other pay systems unless exempted by the instructions governing the pay system concerned. AR 690-900, chapter 920, covers Senior Executive Service (SES), GS-16, 17, and 18, and scientific and technical positions of 5 USC 3104.

1-2. Definitions

Following are definitions of basic terms relating to position classification standards.

Agency and Employee have the meanings given them by section 5102 of title 5, United States Code.

Class means all positions, which are sufficiently similar as to:

- (1) kind or subject-matter of work,
- (2) level of difficulty and responsibility, and
- (3) the qualification requirements of the work to warrant similar treatment in personnel and pay administration.

Classification means the analysis and identification of a position and placing it in a class under the position classification plan established by OPM under chapter 51 of title 5, United States Code.

Grade. All classes of positions which (although different with respect to kind or subject-matter of work) are sufficiently equivalent as to:

- (1) level of difficulty and responsibility, and
- (2) level of qualification requirements of the work,

to warrant their inclusion within one range of rates of basic pay.

Position. The work, consisting of the duties and responsibilities, assigned by competent authority for performance by an employee.

1-3. Agency Authority and Responsibility for Positions Classification

DA Authority.

(1) A key principle of personnel management in the Army is that authority, responsibility, and accountability follows the chain of command.

(2) Commanders with civilian personnel management authority shall delegate the authority for classifying positions to civilian personnel officers who may re-delegate the authority to trained subordinate staff members who are prepared to accept accountability.

Notwithstanding such delegation, and subject to MACOM policy, commanders may classify any job under their jurisdiction except for SES and certain civilian personnel office jobs (see para 5-9) or request further job evaluation review by the MACOM.

(a) The Deputy Commander in Chief, USAREUR, and designated CPD personnel have authority to classify any position in USAREUR and to withhold classification authority within USAREUR. HQ USAREUR/7A CPD will retain classification authority for USAREUR positions in grades GS-15, C-10 (in Germany) and ZB-11 (and deputies thereto); Dirigenti positions in Italy; director, deputy, and division chief positions at the CPOC; deputy and division chief positions at CPD; Director, Civilian Personnel Services Division, CPD; CPAC and branch office chief positions; and for any other civilian personnel position reporting to a commander or staff principal.

(b) General officer commanders have position-classification authority for positions in organizations they command. ASG commanders have classification authority for positions in the ASG and in assigned BSBs. ASG commanders may not exercise classification authority until they are trained by CPD. Commanders may not delegate classification authority to other staff personnel or offices. Commanders will obtain a written classification recommendation from the CPOC staff before making classification decisions. This classification recommendation will include the full rationale for the recommended title, series, and grade. The servicing classifier will sign the job description to certify that it is adequate for the classification. If the commander classifies the position differently than recommended by the CPOC, he or she will prepare an evaluation statement out-lining the reasons for the decision, annotate changes on the job description, and sign the job description to certify the classification. The commander will not

require the servicing classifier to prepare an evaluation rationale to support the commander's decision.

(c) The CPOC staff has classification authority for serviced positions within limits prescribed by policy, regulation, and servicing agreements. The CPOC will process position and personnel actions to implement commanders decisions, maintain files of documents related to all advisories and resulting decisions, and provide an annual report of these to CPD before 31 October for the previous fiscal year. The report will identify each position allocated (title, series, and grade recommended by CPOC and commander decision), organizational location, date classified, and name and title of the commander making the decision. CPD will review selected actions for procedural correctness, sound position management, and classification accuracy.

(3) The Army Civilian Personnel Modernization Project has reaffirmed the validity of merit principles, which include equal pay for work of equal value. Accurate job descriptions and classifications are essential to achieve that equity.

(4) Personnel delegated classification or work assignment authority are entrusted with the protection of this merit principle. They should strive for 100 percent accuracy, but not less than 90 percent accuracy is acceptable in that effort.

1-4. Coverage of and exclusions from the General Schedule

This part and chapter 51 of the title 5, United States Code, apply to all positions in the agencies except those specifically excluded by section 5102 of title 5, United States Code (5 U.S.C. 5102).

(5 U.S.C. 1104; Public Law 95-454, section 3(5))

a. Agency Authority.

Subject to the provisions of Subchapter 6 and 511.203 of 5 CFR, an agency may determine whether a position is subject to or is excluded from , chapter 51 of title 5, United States Code, by section 5102 (7) and (8) thereof.

b. Exercise of Authority.

An agency may exercise the authority only in accordance with guidelines and standards issued by OPM.

1-5. Responsibilities Within DA

a. Major Commanders.

- (1) Carry out statutory, OPM and DA policies.
- (2) Exercise leadership to achieve effective job classification in support of Army missions.
- (3) Evaluate effectiveness of position classification within the command by conducting periodic audits of activity classifications.
- (4) Ensure personnel delegated classification authority are trained and held accountable for their performance.

b. Activity Commanders.

- (1) Ensure that programs are established that provide the necessary support for mission accomplishment and comply with policies, requirements and objectives of this regulation.
- (2) Ensure that employees are given information on position classification actions that affect them and their statutory right to seek adjustments in the titles, codes, pay systems, or grades of their positions.

c. Managers and Supervisors.

- (1) Unless otherwise assigned, if responsible for performance appraisals are responsible for position description accuracy. At a minimum, at the time performance appraisals are signed, supervisors and managers should review the position description and confirm its accuracy or report needed changes to the CPOC.
- (2) Revise job descriptions when changes are required.
- (3) Explain classification decisions to employees.

d. Civilian Personnel Officers.

- (1) Function as the senior professional staff advisors to commanders and managers on the job classification program.
- (2) Provide effective customer service and assistance.
- (3) Take part in reorganization planning and efficiency reviews.
- (4) Provide position classification training.

- (5) Determine competitive levels and Fair Labor Standards Act status.
- (6) Provide information on proper procedures to employees who file classification appeals and act for the commander on appeals.
- (7) Ensure that job descriptions meet the standards of adequacy.
- (8) Evaluate and accurately classify jobs.
- (9) Establish local plans for auditing a representative sample of positions. Plans should be extensive enough to provide for evaluation of the quality of customer service, supervisory effectiveness, classification consistency, and improved position structures.

e. Commanders and Position Classifiers:

- (1) Will ensure every classification decision is made in strict accordance with applicable laws, standards, guides and precedent decisions.***
- (2) Must keep in mind that position descriptions are pay documents that draw on public funds and that this authority for expenditure requires the same care as used in exercising any other fiscal authority.***

SUBCHAPTER 4. Use of Position Descriptions in Classification

4-1. Development of Position Descriptions

- a. Within DA, position descriptions will be prepared in the FASCLASS database.**
- b. DA standardized position descriptions, which substantially match duties and responsibilities, will be used. Further guidance concerning standardized jobs is provided in DA Pamphlet 690-41.**
- c. Position descriptions that may be used for both US and LN occupancy will be prepared in the format for US positions and show:***
 - (1) The HN title, assigned according to recognized HN titling practice.***
 - (2) Appropriate pay plan and grade.***
 - (3) Reference to applicable classification criteria.***

4-2. Standard of Adequacy for Position Descriptions for Classification Purposes

a. General Criterion. A description must state the principal duties, responsibilities and supervisory relationships of a position clearly and definitively to provide information necessary to its proper classification. Position descriptions that include duties requiring proficiency in a skill at or above competitive levels (such as typing or stenography) must be documented to show the required skill level. A description is adequate for classification purposes when:

(1) Considered so by one knowledgeable of the occupational fields involved and the application of pertinent classification standards, principles and policies, and

(2) Supplemented by otherwise accurate, available and current information on the organization, functions, programs, and procedures concerned.

(For more information on how to write position descriptions in FES format, see Instructions for the Factor Evaluation System.)

b. Essential Elements.

(1) Major Duties. All major duties for General Schedule jobs will show knowledge, skill, and ability requirements, in addition to significant tasks performed and end products. They should be described in enough detail to help supervisors and staffing specialists to determine job-related placement factors. Each major duty will describe a single grade level and occupational series.

(2) Percentage of Time. The approximate percentage of time spent on each duty will be shown on all position descriptions.

c. Format. Position descriptions will be in the format required by the grade-controlling standard.

d. Other Duties. "Performs other duties as assigned" will appear as an unnumbered paragraph following the major duties in all position descriptions. It makes clear that the assignment of duties to employees is not limited by the content of the position description. Insofar as possible, supervisors will avoid assigning employees incidental duties that are inappropriate to their positions and qualifications. For example, assignment of custodial duties to clerical, administrative and technical employees is normally inappropriate.

e. Statement of Difference Descriptions. A brief description that states the difference from another position description's major duties, job controls, or factor levels may be used. The related position description will be attached.

- f. Requesting Classification Changes. Position classification changes will be requested using PERSACTION request.

SUBCHAPTER 5. Assignment of Positions to Classes and Grades

5-1. OPM Assistance on Classification Matters

Approval of Title and Series. OPM approval must be secured before using a series or title other than those authorized. Until approved, use the most appropriate job series or title authorized. Requests for new titles and series should be submitted in triplicate through channels to ASA(M&RA). Requests should include copies of position descriptions, summary of qualifications required, statements of proposed titles, codes or definitions, explanation as to why existing titles and series are not adequate and other information to support proposed title or series.

5-2. Determination of Grade Level

- a. Priority of Guides. All jobs will be evaluated in conformance with standards or guidance in the following priority order:

(1) OPM Position Classification and Job Grading Standards. Upon publication of new standards by OPM, all other standards, guides or decisions in conflict with them are superseded.

(2) OPM Classification Certificates. OPM decisions that certify jobs at a specific grade are binding on all officials in DA. These may not be changed if the major duties and factors remain substantially the same, unless new standards are issued.

(3) Classification decisions, guides, standards, and standardized position descriptions issued by HQDA. These supersede all previous guidance and conflicting evaluation decisions issued by any subordinate command in DA. They also supplement OPM standards.

(4) Evaluation decisions made by MACOMs and subordinate commands. Commanders at lower organization levels (e.g., activity) cannot overrule a prior decision of a higher echelon commander without approval of the commander at the higher level.

- b. Guidance on use of standards and guides containing numerical factors is provided in DA Pamphlet 690-14, Position Management and Classification.

- c. Evaluation of a Civilian Deputy or Assistant Position. The supervisory duties performed by a civilian deputy or assistant will be evaluated at a lower grade than the supervisory duties of the chief. The grade will not be

influenced by the military rank of the person who occupies the position of chief of the organization.

5-3. Request for Evaluation Decision by Higher Echelon

a. Circumstances Justifying Request. A request may be submitted to a higher echelon in the serviced chain of command if the decisions are considered precedent setting from a DA-wide standpoint, very difficult, or controversial. Local requests will be directed to the next higher level with authority for evaluation decisions and to ASA(M&RA) if deemed necessary by this higher level authority. Activities and commands will not request evaluation decisions directly from OPM.

The CPOC will send requests for OPM, DoD or DA classification assistance, opinions, or decisions through HQ USAREUR/7A Civilian Personnel Directorate (CPD). The CPOC will not send these requests directly to OPM, DoD or DA.

b. Submission of Material. The following materials will be provided in duplicate:

(1) Position description for the position(s), a copy of the supervisor's position description, and any supplementary documents. When a decision on a supervisory job is requested, also provide positions descriptions and evaluation statements for base-level positions.

(2) Functional statements and organizational charts identifying location and relationships of the position(s).

(3) Recommended classification and evaluation statement.

(4) On controversial cases, a statement that discusses the points of disagreement with the local evaluation rationale.

NOTE: Every request for a decision by HQ USAREUR/7A CPD will include the information and documents in b (1) through (4) above.

c. Application of Decisions. Evaluation decisions by HQDA or commands with appellate or command-designated authority are binding for all positions on the position description. Any changes required will take place no later than the beginning of the fourth pay period following the date of the decision unless another date is specified. Before action is taken, ensure that all employees are performing as described by the affected job. The decision remains binding until revised classification standards or job changes require a change.

5-4. Evaluation Statements

Except for positions covered by OPM Factor Evaluation System Standards, job classification appeal cases, and requests for evaluation decision by higher echelon, position classification evaluation statements are required only when considered essential by those who are delegated classification authority. Statements should be no longer than one page, identify the classification standard used and applicable pages and paragraph numbers, and provide a brief rationale.

5-5. Time Limit on Application of New or Revised Standards

New or revised classification standards, guides, and decisions must be implemented within 180 days of receipt unless a longer period is authorized by HQDA.

5-6. Evaluation of Civilian Personnel Jobs

DA Memorandum dated November 7, 2000. "This memorandum clarifies new Department of the Army policy for classifying Civilian Personnel Director/Officer positions. Effective immediately, consistent with the objectives of Army's policy on the Delegation of Position Classification Authority, Commanders have the authority to classify all civilian personnel positions within their commands, to include Civilian Personnel Director/Officer positions. All previous guidance requiring the review and/or evaluation of these positions at a higher level than the Commander is superseded by this memorandum."

HQ USAREUR/7A CPD will retain classification authority for positions listed in this supplement, paragraph 1-4c(2)(a).

SUBCHAPTER 6. Position Classification Appeals

6-1. Applicability of Regulations.

This subpart applies to a request from an employee or an agency for the Office to review the classification a position subject to chapter 51 of title 5, United States Code, or for the Office to determine whether a position is subject to that chapter.

6-2. Notification of Classification Decision.

An employee whose position is reclassified to a lower grade, which is based in whole or in part on a classification decision, is entitled to a prompt written notice from the agency. This includes employees who are eligible for retained grade or pay. If the reclassification is due to an Office classification certificate issued under the authority of 5 U.S.C. 5110, the agency will also explain the reasons for the reclassification action to the employee. This notice shall inform the employee:

- a. Of his or her right to appeal the classification decision to the agency (if the agency has an established appeal system and it has the authority to review the

classification decision), or to the Office as provided in the subpart if such an appeal has not already been made.

- b. Of the time limits within which the employee's appeal must be filed in order to preserve any retroactive benefits under 5 CFR 511.703; and
- c. Any other appeal or grievance rights available under applicable law, rule, regulation or negotiated agreement.

6-2. Right to Appeal

a. Employee Appeal. An employee, or the employee's designated representative acting on behalf of an employee, may request an Office decision as to:

- (1) The appropriate occupational series or grade of the employee's official position.
- (2) The inclusion under or exclusion from chapter 51 of title 5, United States Code, of the official position by the employee's agency or the Office, except in the case of a position located in the Office of the Architect of the Capitol.

b. Agency Appeal. The head of an agency, or an authorized representative, may appeal any classification certificate issued by the Office under sections 5103 or 5110 of title 5, United States Code, with respect to any position in the agency.

6-3. Filing an Appeal

a. Employee. An employee may appeal by writing to the Office directly, or by forwarding the appeal through the employing agency.

b. Referral of an Employee Appeal to the Office. An agency shall forward, within 60 calendar days of its receipt in the agency, an employee's appeal filed through the agency to the Office when:

- (1) The employee has directed the appeal to the Office and the agency's written decision is not favorable; or
- (2) The agency is not authorized to act on the employee's appeal; or
- (3) The agency has not decided the appeal within the established time.

6-4. Time Limits

a. Employees.

(1) An employee may submit an appeal of his or her official position at any time. If the employee has suffered a loss in grade or pay, is not entitled to retained grade or pay, and desires retroactive adjustments, the time limits in Subchapter 7 must be observed.

(2) If the employee is appealing an agency decision or an Office classification certificate issued under 5 U.S.C. 5103 or 5110, the employee shall promptly appeal if he or she disagrees with the classification certificate. Employees must meet the time limits provided in Subchapter 7 in order to preserve the right to retroactive adjustment.

b. Agency. An agency may appeal an Office classification certificate issued under authority of section 5103 and 5110 of title 5 United States Code, at any time. Heads of agencies should appeal prior to the implementation date of the certificate if they disagree with the classification rationale.

c. Reconsideration. An employee or agency may request reconsideration of an Office appellate decision. The request must be in writing, and filed not later than 45 calendar days after the decision is issued. This time limit may be waived under exceptional circumstances by either the Classification Appeals Office or the Director.

6-5. Form and Content of an Appeal

a. Employee Appeal. An employee's appeal shall be in writing, and shall contain the reasons why the employee believes his or her position is erroneously classified or should be brought under or excluded from chapter 51 of title 5, United States Code. The agency, when forwarding the employee's appeal or when requested by the Office, shall furnish all relevant facts concerning the position and the agency's justification for its classification decision. The agency shall also comment on the information submitted by the employee if requested to do so by the Office. Either the employee or agency may submit relevant information to the Office at any time following the initial filing of an appeal.

b. Agency Appeal. An agency's appeal shall be in writing, and shall contain its reasons and justification for requesting a review of the Office's certificate.

c. Inspection of the Office's Appellate Record. The employee, an employee's representative and the agency will be permitted to inspect the Office's appellate record on request. Agencies will make available to appellant copies of any and all information submitted by the agency to the Office with respect to the appellant's individual appeal.

6-6. Nonappealable Issues

a. The following issues are not appealable to the Office under this subpart. Such issues may be reviewed under administrative or negotiated grievance procedures if applicable:

(1) The accuracy of the official position description including the inclusion or exclusion of a major duty in the official position description. When the accuracy of the official position description is questioned by the employee, the employee will be directed to review this matter with his or her supervisor. If management and the employee cannot resolve their differences informally, the accuracy of the position description should be reviewed in accordance with administrative or negotiated grievance procedures. If the accuracy of the position description cannot be resolved in this manner, the Office will decide the appeal on the basis of the actual duties and responsibilities assigned by management and performed by the employee;

(2) An assignment or detail out of the scope of normally performed duties as outlined in the official position description;

(3) The accuracy, consistency or use of agency supplemental classification guides;

(4) The title of the position unless a specific title is authorized in a published Office classification standard or guide, or the title reflects a qualification requirement or authorized area of specialization.

b. The following issues are neither appealable nor reviewable:

(1) The class, grade, or pay system of a position to which the employee is not officially assigned by an official personnel action;

(2) An agency's proposed classification decision;

(3) The class, grade, or pay system of a position to which the employee is detailed or promoted on a time-limited basis, except that employees serving under time-limited promotion for 2 years or more may appeal the classification of their positions to the Office under these procedures.

(4) The classification of the employee's position based on position-to-position comparisons and not standards;

(5) The accuracy of grade level criteria contained in an Office classification guide or standard;

(6) A classification decision that has been issued by the Office under this subpart when there has been no change in the governing classification of the position.

6-7. Employee Representatives

An employee may select a representative of his or her choice to assist in the preparation and presentation of an appeal. An agency may disallow an employee's representative when the individual's activities as a representative would cause a conflict of interest or position; and employee who cannot be released from his or her official duties because of the priority needs of the Government; or an employee whose release would give rise to unreasonable costs to the Government.

6-8. Ascertainment of Facts

The employee, a designated representative, and the agency shall furnish such facts as may be requested by the Office within the timeframe specified. The facts shall be in writing when so requested. The Office, in its discretion, may investigate or audit the position. A representative may not participate in OPM on-site audits unless specifically requested to do so by the Office.

6-9. Notification

The Office shall notify the employee, or a representative if one is designated, and the agency in writing of its decision.

6-10. Cancellation of an Employee Appeal

An employee's appeal shall be cancelled and the employee so notified in writing in the following circumstances:

- a. On receipt of the employee's written request for cancellation.
- b. On failure to prosecute, when the employee or the designated representative does not furnish requested information, or proceed with the advancement of the appeal.

The Office may at its discretion reopen a cancelled appeal on a showing that circumstances beyond the control of the employee prevented pursuing the appeal.

6-11. Finality of decision

An appellate decision made by the Office is final unless reconsidered by the Office. There is no further right of appeal. The Office may reconsider a decision at its discretion. The decision shall constitute a certificate, which is mandatory and binding on all administrative, certifying, payroll, disbursing, and accounting officials of the

Government. Agencies shall review their own classification decisions for identical, similar or related positions to ensure consistency with the Office's certificate.

6-12. Classification Appeals Office.

The Office's Classification Appeals Office may, at its discretion, reopen and reconsider a certificate issued under this subpart.

- a. The Classification Appeals Office may remand to the respective region of the Office any request for reconsideration, which requires extensive fact-finding or investigation. Requests, which contain new and material information, or disagreements over the significance of information, will be remanded to the regional deciding official for a decision.
- b. The Classification Appeals Office may reopen and reconsider a decision only when written argument or evidence is presented which establishes a reasonable doubt concerning the technical accuracy of the decision.

6-13. Review by the Director

The Director may, at his or her discretion, reopen and reconsider any decision when written argument or evidence is submitted which tends to establish that:

- a. The previous decision involves an erroneous interpretation of law or regulation, or a misapplication of established policy.
- b. The previous decision is of a precedent setting nature involving a new or unreviewed policy consideration that may have effects beyond the actual case at hand, or is otherwise of such an exceptional nature as to merit the personal attention of the Director.

6-14. Temporary Compliance Authority.

Agencies may use temporary or conditional compliance action, e.g., a temporary promotion or a temporary reassignment when available, if:

- a. A position has been certified by the Office under either section 5110 or 5112 of title 5, United States Code;
- b. The certificate has not been suspended; and
- c. The agency or employee has requested reconsideration.

This authority will not be used if the position has been downgraded and the employee is entitled to retained grade under section 5362 of title 5, United States Code.

6-15. Availability of Information

a. The Office, upon a request which identifies the individual from whose file the information is sought, shall disclose the following information from an appeal file to a member of the public, except when the disclosure would constitute a clearly unwarranted invasion of personal privacy:

- (1) Confirmation of the name of the individual from whose file the information is sought and the names of the other parties concerned;
- (2) The status of the appeal;
- (3) The results of the appeal (i.e., proper title, pay plan, series, and grade);
- (4) The classification requested (i.e., title, pay plan, series and grade);
- (5) With the consent of the parties concerned, other reasonably identified information from the file.

b. The Office will disclose to the parties concerned the information contained in an appeal file in proceedings under this part. For the purposes of this section, the parties concerned means the Government employee or former Government employee involved in the proceedings, his or her representative designated in writing, and the representative of the agency or the Office involved in the proceeding.

(5 U.S.C 552, Freedom of Information Act, Public Law 92-502)

6-16. DA Policies

a. Employee's Option.

(1) **GS employees may either appeal directly to OPM or to the Army appellate level. FWS employees must first appeal to the Army appellate level.**

(2) **DA employees in Panama (both US and non-US citizens) who want to appeal outside Army will appeal to the Panama Canal Board of Appeals (rather than to OPM) under the procedures set by that Board.**

(3) **Appeals for attorney positions at grades GS-13, 14 and 15 will be adjudicated by the Attorney Classification Appeals Committee. Appeals will be sent through channels in accordance with AR 690-300, chapter 302, paragraph 7-9, to the Attorney Classification Appeals Committee, Technical Advisor, Office of the General Counsel, Department of the Army, Washington DC, 20310-0104.**

(4) Nonappropriated fund employees are covered by AR 215-3.

b. Only the person officially assigned to a position may request and adjustment to that position. All levels of command and supervision will publicize the employee's right to seek such an adjustment and ensure that employees may exercise this right without fear of reprisal or future prejudice. Procedures contained in DA Pamphlet 690-14 will be followed by employees and management for filing informal oral complaints and formal appeals.

c. Commands and activities listed in DA Pamphlet 690-14 are authorized to act as appellate review authority. This authority may not be re-delegated.

d. When classification appeal procedures are included in a negotiated agreement, those procedures apply to classification appeals by an employee of the represented unit. Unless provided for in locally negotiated procedures or in DA Pamphlet 690-14, employee representatives will not be present during job audits associated with an appeal. If representation procedures are negotiated, they will not allow union participation in job evaluations; however, all information presented and views of the appellant will be considered in the job evaluation process. Installations may not negotiate changes to the appeal system that deviate from OPM procedures.

e. All US citizen Army civilians have appeal rights under these procedures, even if serviced by other Federal agencies. However, an employee may not use these procedures when the classification of his or her official position;

(1) Is, or has been, the subject of an appeal through OPM channels. (This restriction does not apply if the appeal is related to corrections, changes, or additions to the position description or new standards.)

(2) Is being, or has been, considered in the course of an adverse action appeal.

f. Matters excluded.

(1) The accuracy of position descriptions will not be considered under position classification appeal procedures. This question will first be resolved between the employee and supervisor. If necessary, the activity commander will decide on current and future duties and responsibilities of the position. Such decisions will be final. The commander may delegate this authority to one principal assistant, such as Deputy Commander or Chief of Staff. If an employee's appeal involves both the accuracy of the position description and the pay category, title, series or grade, the former question will be resolved first; then the appeal will be considered further.

(2) Employees may not appeal OPM position classification and job grading standards, DA classification guidance, or wage schedules and rates.

(3) Employees may not appeal the classification of a position to which they are detailed or temporarily promoted.

6-17. LN Classification Appeals

Classification appeals by LN employees will be handled according to HN agreements or local procedures and regulations.

SUBCHAPTER 7. Effective Dates of Position Classification Actions or Decisions

7-1. Effective Dates Generally

a. Agency Classification.

(1) A classification action is a determination to establish or change the title, series, grade or pay system of a position based on application of published position classification standards or guides. This is a position action.

(i) The effective date of a position action taken by an agency shall be the date an official with properly delegated authority approves (certifies) the proposed classification. This is accomplished when the authorized official(s) signs the allocation of the position.

(ii) The effective date of a position action may be extended to correspond with the effective date of the personnel action when:

The position is being changed to lower grade or pay; and
The employee occupying the position is eligible for retained grade or pay under 5 U.S.C. 5362-5363.

(2) A position action is implemented by a personnel action. The personnel action must occur within a reasonable period of time following the date of the position action.

(3) If the position action requires a personnel action which will result in a loss of grade or pay to the occupant of the position, the agency must advise the employee, in writing, of the position action and the proposed date of the personnel action. This notice shall be issued prior to taking a personnel action.

(4) Except as provided in 5 CFR 511.703, classification actions may not be made retroactive.

b. Office of Personnel Management's Classification Decision

(1) The effective date of a classification decision made by means of a certificate issued under the authority of section 5110, title 5 United States Code is not earlier than the date of the certificate, and not later than the beginning of the fourth pay period following the date of the certificate, unless a subsequent date is specifically stated in the certificate. Except as otherwise provided by this paragraph the filing of an appeal of such a certificate does not delay its effective date.

(2) The implementation of the certificate may be suspended when it is determined before its effective date that a review of the classification decision is warranted and suspension is desirable. The determination to suspend implementation may be made by:

- (i) A regional director, or a designee, when the decision is made by the regional office: or,
- (ii) The Assistant Director, Agency Compliance and Evaluation, or a designee, when the decision is made within the central office or by a region, or
- (iii) The Director with respect to any classification decision.

Suspending the implementation of a certificate does not automatically change the effective date except when the certificate requires that the grade or pay of the position be reduced and the employee is not entitled to retained grade or pay.

(3) When the original decision requires that the grade or pay of the position be reduced and the employee is not entitled to retained grade or pay the reviewing authority shall issue a new certificate if it sustains the original decision. Since demotions cannot be made retroactive, the effective date of the new certificate shall be not earlier than the date of the certificate, and not later than the beginning of the fourth pay period after the date of the certificate unless a subsequent date is specifically stated in the certificate.

7-2. Agency or Office Classification Appeal Decisions.

a. Subject to 5 CFR 511.703, the effective date of a change in the classification of a position resulting from a classification appeal decision by either an agency or the Office is not earlier than the date of the decision and not later than the

beginning of the fourth pay period following the date of the decision, except when a subsequent date is specifically provided in the decision.

b. The implementation of the decision may be suspended by the Office when it determines before the effective date that a review of the decision is warranted. The determination may be made by:

(1) The regional director, or a designee, when the appellate decision is made by an agency under the jurisdiction of the region; or

(2) The Assistant Director, Agency Compliance and Evaluation, or the Chief, Classification Appeals Office when the appellate decision is made within the central office, by a region or by an agency; or

(3) The Director with respect to any appellate decision.

Suspending the implementation does not change the effective date of the decision except when the original decision requires that the grade or pay of the position be reduced and the employee is not entitled to grade or pay retention.

c. When the original decision requires that the grade or pay position be reduced and the employee is not entitled to grade or pay retention, the reviewing authority, if sustaining the original decision, shall issue a new certificate and the effective date of the new certificate shall be not earlier than the date of the new decision and not later than the beginning of the fourth pay period following the date of the new decision, unless a subsequent date is specifically stated in the new certificate.

7-3. Retroactive Effective Date.

a. Applicability. A retroactive effective day may be required only if the employee is wrongfully demoted.

b. Downgrading.

(1) The effective date of a classification appellate certificate or agency appellate decision can be retroactive only if it corrects a classification action, which resulted in a loss of grade or pay. In order for the decision to be made retroactive, the employee must file the initial request for review with either the agency or the Office not later than 15 calendar days after the effective date of the re-classification action.

(2) However, if the appellate decision raises the grade of the position above the original grade, retroactivity will apply only to the extent of restoration to the original grade.

(3) The right to a retroactive effective date provided by this section is preserved on subsequent appeals from an agency or Office classification decision when the subsequent appeal is filed not later than 15 calendar days following receipt of written notification of a final agency administrative decision or 15 calendar days after the effective date of the action taken as a result of the classification decision, whichever is later.

c. Grade Change Based on new Duties and Responsibilities. Retroactivity may be based only on duties and responsibilities existing at the time of demotion and cannot be based on duties and responsibilities assigned later.

d. Retroactivity When Time Limits are Extended. The right to a retroactive effective date provided by this section may be preserved at the discretion of the Office, on a showing by the employee that he or she was not notified of the applicable time limit and was not otherwise aware of it, or that circumstances beyond his or her control prevented filing an appeal within the prescribed time limit.

SUBCHAPTER 8. Position Management Studies and Job Classification

As part of the position management studies recommended by AR 690-300, chapter 312, positions will be reviewed to ensure accuracy of descriptions and classifications.

8-1. General

Commanders, managers and supervisors are responsible for managing the civilian workforce. Civilian workforce funds must be used effectively. This is done by eliminating wasteful position management practices and implementing efficient organizational structures.

8-2. USAREUR Position Structure Policy

Commanders will:

a. Flatten position structures by avoiding establishing organizations below the branch level. Organizations should average at least 11 full-time non-supervisory positions per supervisory position. Unnecessary mid-level supervisory positions will be eliminated by consolidating branches and divisions.

b. Establish full deputy and assistant positions only when warranted based on criteria in AR 570-4. Only the number of senior specialist positions necessary to perform the mission will be used. Subjourney level positions will be established when possible. Grade-controlling duties will

be concentrated in as few positions as possible. It is preferable that grade-controlling work be performed more than 50 percent of the time.

c. Restructure vacant positions downward to establish developmental jobs when possible.

d. Eliminate inflated wording in position descriptions and pressure on human resources specialists to raise grades. Standard position descriptions will be used where established for unique or unusual jobs.

e. Eliminate overlap of duties between military and civilian positions.

8-3. Procedures

Commanders are responsible for effective position management within the intent of Federal, DA, and command policies. Commanders of USAREUR activities will:

a. Establish a PMRC, appoint a PMO, or retain authority personally to modify, approve, or disapprove controversial management actions or to implement and document some other approach to ensure that position-management issues are reviewed within the organization. CPOC will advise new commanders of this requirement within 60 days of their assuming command. Commanders will notify the CPOC in writing of their decisions within 90 days of assuming command. Commanders will hold managers accountable for their position-management actions through the performance rating process.

b. Establish a position-management-review plan with the CPOC (and CPAC when appropriate) to review classification and position-management policies and procedures in the organization. The review will be on a regularly scheduled basis to ensure that position-management policies and practices are being followed. Position-management-review plans will include, as a minimum, identifying organizational elements to be reviewed, time periods, and objectives. Review findings and recommendations will be sent to the commander, supervisor, or manager of the organization, and the PMO or PMRC.

SUBCHAPTER 9. Negotiations with Exclusive Employee Representatives

Position classification is excluded from “conditions of employment” (5 USC 7103(a)(14)(B)) subject to collective bargaining per 5 USC 7117. However, recognized labor organizations can be give official, timely and specific notification of classification actions and decisions.

SUBCHAPTER 10. Position Management and Classification (PM&C) Support to Equal Employment Opportunity (EEO), Upward Mobility, and the Handicapped

10-1. General

It is basic PM&C responsibility to support the objectives of EEO affirmative action goals, upward mobility, jobs for the handicapped and to assist in improving supervisor and employee understanding and acceptance of these programs.

10-2. EEO Collateral Duties

a. Documentation. EEO Program functions (EEO duties) will be documented and certified in the official position description of the performing those duties. This information will be supplied by the person supervising performance of EEO duties.

b. Classification.

(1) The criteria in FPM Letter 713-37, dated 20 May 1977, will be used to decide whether EEO duties are collateral or noncollateral.

(2) Classification rules and PM policies governing mixed grade jobs will apply to positions containing EEO duties.

(3) Supervisors and EEO officials must promptly report any changes in the EEO duties or the percentage of time spent performing them.

Acronyms Used in This Supplement

CPD - Civilian Personnel Directorate, Office of the Deputy Chief of Staff, Personnel, HQ USAREUR/7A

CPOC - Civilian Personnel Operations Center

CPAC - Civilian Personnel Advisory Center

DA - Department of the Army

DoD - Department of Defense

HN - host nation

HQ USAREUR/7A - Headquarters, United States Army, Europe, and Seventh Army

LN - Local National

OPM - Office of Personnel Management

PMO - Position Management Officer

PMRC - Position Management Review Committee

USAREUR - United States Army, Europe